

DRAFT UNTIL APPROVED

Study Session & Business Meeting (Tuesday, October 13, 2015)

Generated by Shelley R Shelton on Wednesday, October 14, 2015

Members present

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Staff members present

Keith C. Rittel, Superintendent; Gary Wilson, Asst. Superintendent; Stefanie Bryant, Business Administrator; Anne-Marie Harrison, Executive Director of Teaching & Learning; Jason Cox, Executive Director of Human Resources; Shelley Shelton, Executive Assistant; Caleb Price, Communications & PR Coordinator; Mark Wheeler, Director of Facilities; Steve Redford, Tech Support

Guests

Christy Giblon & Kathy Giles, Provo Education Association; Debbie Larson & Lisa Pulver, Provo Education Support Professionals; Charity Williams, After-School Program Coordinator; Barbara Christiansen, *Daily Herald*

Meeting called to order at 5:02 PM

1. 4:30 - 5:00 Board Picture: PDC

2. 5:00 - 7:00 p.m. Study Session

A. Welcome: President Julie Rash

B. Roll Call

C. Construction Update: Facilities Director Mark Wheeler

Facilities Director Mark Wheeler shared an update on construction projects around the district:

- District office courtyard: new concrete/landscaping/water/drainage systems to avert water drainage from server room.
- THS Band/orchestra/choir rooms: new paint, carpet; new carpet in corridors as well
- Canyon Crest: installed \$27,000 in door hardware at critical locations for increased security
- Independence High School: new carpet/paint in front office; will begin a small HVAC project
- Timpanogos: accent walls painted in classrooms
- Centennial: will work on striping to increase direct traffic flow over fall break; renovated CTE room: flooring/paint/wiring
- THS CTE room upgrades; food rooms: installed new sinks that are in compliance with ADA height requirements
- Instructional Coaches offices, DO: furniture
- Sunset View construction going very smoothly with very few glitches: timeline for completion is still mid-June. Will work on striping to increase direct traffic flow over fall break.
- Rock Canyon will be about 7 weeks behind due to storm drain line issues with the city earlier. Masonry walls are going up. Biggest difference between Rock Canyon /Sunset View progress is the height of masonry walls.

D. Change Order Approval: Sunset View and Rock Canyon Rebuilds: B.A.

Stefanie Bryant and Facilities Director Mark Wheeler

The original bids for Sunset View and Rock Canyon rebuilds did not include technology infrastructure. The cost of the infrastructure should be included in the overall building cost. However, the bid process will be done separately to obtain E-rate reimbursement. Westland Construction has bid the cost of the infrastructure. As such, a change order to add the infrastructure cost to the total bid is being submitted for approval. To avoid change order fees, these change orders will be applied against the contingency budget on each project, and therefore do not increase the total bid.

- Cost of infrastructure is \$255,910 for Sunset View and \$259,321 for Rock Canyon. Change orders were attached for board review, as well as updated budgets.
- The board has the discretion to use the contingency budget for change order fees if needed. Both school construction budgets are very close to original bond budget.
- The Provost and Edgemont construction projects are receiving much interest from architectural firms for both sites. All architects are aware of the possible switch to the property north of Provost.
 - Mark received an email from the National Park Service regarding the possible Provost/City Park land swap. Initial funding for the park property was from federal funds in 1965. The district had requested an exception to the federal approval timeline that would allow a swap of the Provost and park sites for the school construction. The request was denied; the response from the National Park Services was, "...the conversion proposal has to conform to federal law and follow the National Environmental Policy Act and the National Historic Preservation Act processes. The National Park Service created the process so that they can ensure that the sponsor has adequately conformed to the federal laws. The National Park Service must follow the law, so that is why they have to say no."
 - If the land swap ultimately is not an option, architects are studying how to design around the existing school. Design options will be presented to the selection committee.
 - The district's concern is the approval timeline and rising construction costs. The electrical engineer indicated last week there has been an electrical construction cost increase from \$17-18 sq. ft. to \$23 sq. ft. in one year.
 - Mark spoke with a local legislative representative over the past few days; while he's in Washington D.C. this week, the representative will investigate possible avenues the district might pursue.
- PHS: The soil recommendations for the Lakeshore site were received last Friday and have been forwarded to structural engineers and contractors. Mark has another meeting with city engineering to discuss traffic impact at the Lakeshore site.
 - Cost for the traffic impact study will be approximately \$10,300; an additional (approximately) \$20,000 will have been spent overall for the architectural, engineering and consulting services.
- Three major areas of concern have been settled with no major red flags: fiber optic accessibility, power accessibility, and water flow for fires.
- Cost comparison between sites will be ready for board review by end of the month.
 - Mark is most concerned about the structural review and traffic study being ready prior to the Oct. 27 study session discussion, and recommends moving the study session to Nov. 3. The board felt comfortable making that change from Oct. 27 to Nov. 3 at 7:30 a.m.
 - Caleb will add a notification of the meeting change on the website. If there are numbers that would lead to negotiations, a portion of the meeting would be executive session.

E. Policy Review: Supt. Rittel

Policy 6015 Fund Balance - This policy is good financial practice and puts into our law, as our practice, what we recommend the board approves. It's based on accounting best practices from the Government Financial Officers Association (GFOA). Bond raters recommended the district have a fund balance policy in place.

Policy 7130 Title I Parental Involvement: Supt. Rittel has to sign assurances for the state, which include having a policy specifying how Title I schools will encourage and invite parental involvement. A portion of the extra funding given to Title I schools is to be allocated to an outreach effort to parents in low-income areas. The policy blended best practice language with core language from the state. Some of the details of the policy are more specific to help schools accomplish increased parent involvement.

Board feedback:

- What mechanism will be used to involve parents in "planning, review, and improvement of programs and plans" as stated in item 4c?
 - Supt. Rittel: Title I plans are to be presented to school faculties and parents for review. Successful Title I schools fund special events for parents to familiarize them with programs, present to PTAs, community council meetings, etc.
- Could the definition of parental involvement as "the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities" be interpreted by schools a parent/teacher conferences, etc?
 - Supt. Rittel: The federal standard for anything related to Title I is that you go beyond the regular standard for all schools, so the interpretation would need to go beyond that regular standard.
- It was recommended the following bullet could be clarified with additional verbiage and punctuation. Exec. Director of Teaching & Learning Anne-Marie Harrison will make the necessary adjustments.
 - **Involve parents in planning, review, and improvement of programs and plans**
 - Timely information about programs
 - A description and explanation of curriculum and assessments used to measure student progress
 - Opportunities for parents to meet and participate in discussion about their children's education, Student Educational Planning (SEP) conferences.

F. Review of Utah Code 53A-2-402 and Declaration of Surplus Land: Business Administrator Stefanie Bryant

As the Board and District Administration investigate the possibility of moving the future site of Provo High School, the existing site shall be placed on the district's surplus land listing. A property that is declared surplus is not required to be sold, and can remain as surplus property indefinitely, even as it continues to be utilized. The purpose of placing the property on the surplus list at this time is provide the option to sell and to ensure a timely transaction may be made should the Board determine that is the best course of action.

- Utah State code 53A-2-402 to 403 presides over surplus district property. In the event of a sale, any parcel more than 3 acres must offered to other eligible governmental entities before being placed on the open market.
- Utah State code 53A-2-402 to 403 was attached for board reference and defines eligible entities. Declaring the property as surplus allows the board to plan ahead in the event of a future sale.
- The City has expressed an interest in having the opportunity to make an offer. The timeline would be critical. District/city attorneys will define "eligible entities" to determine what the city is able to do.

G. Proposed Gas Station/Convenience Store: B.A. Stefanie Bryant

A local business is hoping to open a gas station/convenience store on property between the Timpview High School seminary and an adjacent business building.

- The local business realizes the location of a convenience store next to Timpview High may be a difficult sell for the community. As such, they would like to discuss the possibility of helping THS via use of a portion of their land for THS parking or donating a small % of their profits to THS. They would not sell alcohol or tobacco products. As a note, City permitting is still not final.
- The business owner is willing to discuss the proposal with the board if needed.

Board feedback:

- The board should not weigh in on public property surroundings unless it is to discuss sharing profits with the school.
- Tell the owner the board would be willing to discuss sharing profits once all city permitting is finalized.
- It will be important to have a consistent statement of neutrality as a board.

- Business Administrator Stefanie Bryant will have a conversation with the business owner regarding the board's discussion.

H. 180/990 Calendars: Anne-Marie Harrison, Exec. Director of Teaching & Learning

Executive Director of Teaching & Learning Anne-Marie Harrison indicated R277-419-4.A(1) requires that LEAs shall conduct school for at least 990 instructional hours and 180 school days each school year. R277-419-8.C(6) requires that, total instructional time and school calendars shall be approved by local boards in an open meeting.

All schools meet the requirements set by local administrative guidelines and the required minimum of 990 hours and 180 days of instruction. The chart attached for board review summarized necessary calendar data for the Provo School District Board of Education. In accordance with State Board Rule 277-419-7.C,(5), the final decision and approval regarding planning time, parent-teacher and SEP conferences rests with the local board of education, consistent with Utah law and Board administrative rules.

- Friday early-out days for elementary schools are considered partial days.
- A request was made to gather data related to school start times in the hope that a way could be found to make them more flexible. Board members will send any research suggestions to Supt. Rittel.
- It was recommended the Board approve school calendars, SEP conferences, and related instructional hours for the 2015-2016 school year.

I. Consent Calendar Review & Questions: President Julie Rash

There were no questions or concerns.

J. Upcoming Google Calendar Items: President Julie Rash

- The following events will be added to the Google calendar items:
 - Nov. 12 Joint Meeting with City Council
 - Nov. 10 Learning Edge Conference
 - Jan. 14-15 CITES Associates; Supt. Rittel will take a couple of board members.

K. Motion to Adjourn

Adjourned 6:25 p.m.

I move we adjourn the study session.

Motion by Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

3. 7:00 p.m. Business Meeting

A. Welcome: President Julie Rash

B. Roll Call

C. Opening Remarks: Member Taz Murray

D. Pledge of Allegiance: Edmond Shurtleff, Rock Canyon 6th Grade Student

4. Community Connections

A. Employee Recognition: Provo Way Award Recipients: Presented by Charity Williams

Cheryl Moffat, Paraeducator
Rock Canyon

Cheryl puts in more than is required in every way. She takes work home that she doesn't get paid for. She stays past her hours and is always looking for ways to improve things in the class. She goes over and above not only in providing an appealing environment for the children, but also by making sure the needs of individual kids in our class are being met. I call her my brains and my hands because she does so much to help me out. She really is an invaluable asset!

Jared Ferguson, Administrator
District Office

Jared wears many hats for the district. One of the smallest hats he wears is Director of Physical Education. I approached Jared and asked if I could take a more active role in the physical education in the district. He has worked with me in this capacity and has been a tremendous asset. He coordinates with principals so I can provide training to the PE teachers in the district once or twice a year. He finds funding to provide a small stipend for these teachers to attend the trainings. He was instrumental in helping purchase new PE curriculum for our 7 Title I schools. Even though he has more important responsibilities, he makes time in his busy schedule to regularly meet with me. He cares deeply about the students in the district and the education of the whole child (physical as well as intellectual). He provides updates to the superintendent on what is being done regarding PE and is extremely supportive of whatever ideas I come up with. He helped develop an observation tool that is used to provide positive feedback and improve teaching practices of our elementary PE teachers. He has been great to work with and is truly invested in the complete education of all our students.

Maureen Holdaway, Office Receptionist/Secretary
Westridge

Maureen Holdaway is the first person anyone meets when they walk into Westridge Elementary School. She presents a very professional, kind, and helpful first impression to all--whether they be parents, students, teachers, substitutes, or visitors. Her manner is welcoming and warm while she multi-tasks walk-ins, phone calls, and a variety of emergencies. Mrs. Holdaway knows everyone by name. She comforts and treats distressed children who have been injured on the playground. She assists teachers, administrators, students, and parents efficiently and expertly after years and years of service in this capacity. Mrs. Holdaway keeps confidences. She is trustworthy, especially when dealing with sensitive information. She also cares deeply for the safety and well-being of all the students. She works behind the scenes to insure all students have access

to meals, warm clothing, and any other physical needs. Mrs. Holdaway is a dear friend to all. She cares for people. Her conversations are positive and uplifting. She has been invaluable in helping several new principals transition into their roles because "she knows Westridge." Thank you, Maureen! We love you!

Paula Suarez, Teacher Spanish teacher and Wolf Pack teacher
Centennial

This is the second year that Mrs. Suarez has worked with my son. My son has had a difficult time keeping on top of his school work, but Mrs. Suarez has made the effort to help me to be informed. I have had very few teachers from the middle school reach out to me to offer a helping hand, so I just want her to know how much I appreciate her time and efforts. When my son and I walked into her classroom at back to school night she greeted my son by name and made us both feel welcome. She assured me then that she would do what she could to help out. Thanks a MILLION Mrs. Suarez!!!

Kathy Espinoza, Lunch Supervisor
Dixon

I have known Kathy for going on 6 years now. She is always willing to lend a helping hand to anyone she comes across. She cares for her employees and goes above and beyond to make sure her children, administrators, staff and parents feel welcome. She works hard and she is compassionate, thoughtful, sympathetic and willing to go the extra mile for a child in need. She makes sure her children at her school aren't hungry. I have worked for many bosses over the years and she is the most down to earth and loving human being.

B. School Report: Rock Canyon Elementary; Dean Nielsen, Principal (attached)

The Board has developed a schedule for school/program reports in public board meetings. The Board believes that such school reports help the board and public to better understand what is going on in Provo City Schools, and allows the individual schools to show the evidence of their work.

Beginning in the 2012-2013 school year, the Board accepted a new format for school reports in public board meetings. The new format includes:

- Demographic information about the school
- Student assessment data
- Challenges the school faces and how the challenges are being addressed
- Points of pride
- The opportunity for questions from the board.

Board member questions/comments:

- What's made in difference in the higher achievement?
 - The faculty is focused on good testing and teaching materials. Rock Canyon has incredible teachers. We're about learning. We started with Learning Targets, focusing on small chunks of what students should learn every day. The quality of the families make a big difference. Students are eager to learn.
 - DIBELS: We have a good group of paraeducators and teachers; progress monitoring is key. Students know they'll be tested each month on the SRA test.
 - Turnover: Once teachers are at RC they generally like to stay.
 - Member Pettersson expressed appreciation to teachers and support staff.

C. Public Input

Samantha F., Provo High Student, addressed the board to convey frustrations from some PHS students

regarding the removal of on-site restaurants and short lunch periods at PHS.

Lorien Francis, PHS teacher, 1584 W. 1170 N. Provo, addressed the board regarding the removal of "D" grades. If students fall below 70% in a course, they fail, which is related to graduation rates. Teachers may be tempted to inflate grades so students qualify to graduate. She asked the board to consider reinstating "D" grades.

5. Business Items

A. Acceptance of the Annual Audit; Comprehensive Annual Financial Report, Annual Budget Book; Annual financial Awards and Recognition of Staff

I move the board accept the 2014-15 Annual Audit and CAFR, accept the 2015-2016 budget report, accept the 2013-2014 ASBO and GFOA financial awards, accept the 2014-2015 ASBO and GFOA budget awards.

Motion by Shannon Poulsen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. Approve Change Order for Sunset View and Rock Canyon Construction Contracts

I move we approve the change orders for the technology infrastructure needs on the Sunset View and Rock Canyon construction projects.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

C. Declaration of Surplus Land

I move we declare the parcel located at 1125 North University Avenue, and with the legal description as outlined in meeting documents as surplus land.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

D. Approve 2015-2016 180/990 School Calendars

I move the Board approve school calendars, SEP conferences, and related instructional hours for the 2015-2016 school year.

Motion by Michelle Kaufusi, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

E. Approve Policy 6015 Fund Balance

"I move that we approve new policy 6015 Fund Balance."

Motion by Jim Pettersson, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

F. Approve Policy 7130 Title I Parental Involvement

"I move that we approve new policy 7130 Title I Parental Involvement with the agreed upon language changes that occurred during the board's study session."

Motion by Marsha Judkins, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

6. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. Sept. 8 Study Session & Business Meeting

C. Sept. 25 Retreat

D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

F. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

7. Board Member Reports

A. Member Jim Pettersson

There will be many financial impacts to the possible relocation of Provo High School. Every penny spent in the district is carefully reviewed and vetted to ensure appropriate usage. Every use is centered in the benefit to children. Because of the efforts of a large group of people, ranging from the business office, administrators, and teachers, patrons can rest assured the district finances are well cared for.

8. Superintendent's Report

A. Approved Student Travel

Report: B: ESEA Award Schools Recognition

Report: C: All Elementary Schools in PCSD Received Grade of "A" or "B" from USOE

9. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by McKay Jensen, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The business meeting was adjourned at 8:14 p.m.